



State Fire Marshal's Office  
118 Parade Street  
Providence, RI 02909  
Phone (401)462-4200 Fax (401)462-4250

February 6, 2007

Re: Changes in Plans Submittal Process

Dear Sir/Madam:

The purpose of this letter is to inform you of changes in the plans submittal process at the State Fire Marshals Office. This office will accept structural architectural, electrical and mechanical plans as well as fire alarm system plans on Monday and Tuesday mornings only, between the hours of 8:30 a.m. and 12:00 noon, at 118 Parade Street, Providence, RI 02909. **Be advised plans can no longer be dropped off at 1 Capitol Hill in Providence.** During these hours, a fire code inspector / plans reviewer and a fire alarm inspector / plans reviewer will be available to conduct and initial review of the your plans to determine the adequacy of the plan submittal documents for formal review. If the submittal is complete and satisfactory, the plans will be accepted and assigned to an inspector / plans reviewer for formal review. If the submittal is deficient and unsatisfactory, it will be disapproved and immediately returned to the submitter. The submitter will also be given a checklist of reasons why the plan was not accepted for formal review.

Attached to this letter is a plans review application. When filling out this application, be certain that all sections are completed prior to submittal.

Additionally, beginning July 1, 2007 a plan review fee will be charged for all fire alarm system plans that are submitted separately rather than as part of a larger set of plans. For example, if a new building is being constructed and fire alarm plans are submitted along with structural architectural, electrical and mechanical plans, then a single plan review fee shall be assessed for the entire project. The general contractor or building owner will be responsible to pay the fees. However, if the work is limited to fire alarm system plans only and not part of the larger set of plans, then a plan review fee will be assessed with the submittal of the fire alarm system plans.

Thank you for anticipated cooperation with this new process.

Sincerely,

State Fire Marshal